

## **POLICE SUPPORT SPECIALIST BEAVERTON POLICE DEPARTMENT**

**SALARY RANGE:** \$16.12 - \$21.61 per hour

**CLOSING DATE:** January 3, 2012

**ABOUT THE JOB:** The Police Support Specialist performs general telephone, clerical, receptionist, and statistical work in support of the Police Records function. **The Records Division operates on a 24-hour, seven day a week basis. Employees in this classification are expected to be available to work either a day, swing, or graveyard shift, including weekends and holidays.**

**ESSENTIAL FUNCTIONS OF THE JOB:** Perform heavy data entry, data inquiry and word processing to generate police logs, reports, criminal history and background inquiries; perform a variety of office support and receptionist duties; provide transcription support for patrol officers and detectives; enter confirm, clear and locate warrants.

**TO QUALIFY:** Requires graduation from high school or equivalent GED certificate, and two years responsible clerical experience, with proficiency in the Microsoft Office Suite, and data entry. Experience in law enforcement with LEDS certification is desirable, but not required.

Requires knowledge of clerical practices, procedures and equipment, including word processing, database system, fax, and dictaphone; basic understanding of civil and criminal laws; basic knowledge of practices, procedures and guidelines relative to police records and police terminology; ability to understand oral and written instructions and to act upon them accordingly, act effectively and calmly in emergency situations, work effectively with the public, other agencies, and other employees. Must possess strong customer service skills.

Requires a valid driver's license and the ability to meet the City's driving standards. A background investigation will be conducted prior to a job offer.

**HOW TO APPLY:** All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive (Mailing address: P. O. Box 4755), Beaverton, OR 97076. Applications may be completed on our website at [www.beavertonoregon.gov](http://www.beavertonoregon.gov). Closing Date: January 3, 2012.